

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814
(916) 455-8190



January 30, 1978

ALL-COUNTY LETTER NO. 78-3 (Civil Rights)

TO: ALL COUNTY WELFARE DIRECTORS
ALL STAFF DEVELOPMENT OFFICERS
ALL CIVIL RIGHTS OFFICERS

SUBJECT: CIVIL RIGHTS TRAINING

REFERENCE:

Division 21 (Civil Rights), Section 21.117 of the Manual of Policies and Procedures, requires that each County Welfare Department develop Civil Rights and Cultural Awareness training programs for employees. The regulations also require that the Department of Benefit Payments provide program guidelines and technical assistance to accomplish this training.

The purpose of Civil Rights training is to focus on the requirements of the Division 21 regulations which prohibit discrimination based on race, color, national origin, sex, religion, marital status, political affiliation and handicap in the public assistance programs. Cultural Awareness training provides a better understanding of the cultural and social differences which may create an artificial barrier to the equal delivery of services.

In an effort to determine the training needs in the area of Civil Rights and Cultural Awareness, the Civil Rights Branch is requesting information on training conducted during the past year, so that we may assist in the future development of training programs. We would appreciate your response to this survey even if you have not conducted any training this past year.

Please complete and return the attached questionnaire by February 17, 1978 to: Department of Benefit Payments, Civil Rights Branch, M/S 17-5, 744 P Street, Sacramento, California 95814, 916/455-8190.

Sincerely,

A handwritten signature in cursive script, reading 'Arnold N. Munoz'.

ARNOLD N. MUNOZ
Deputy Director

cc: CWDA

Attachment

GEN 654 (2/75)

Civil Rights Training Questionnaire

COUNTY _____

DATE _____

1. What Civil Rights/Cultural Awareness training has been conducted in the past year?

Description of Training

Length

Number & Level of Staff

2. What were the resources (consultants, films, etc.) used in the training listed above?

3. Do you feel the training accomplished its objectives? How?

4. Do you have any plans for future training? If so, what?

5. In what ways can the Department of Benefit Payments assist in providing the required Civil Rights/Cultural Awareness training?

Please submit any lesson plans or training outlines you have developed or attach additional sheets if necessary.

Name and Title

Phone Number